

**County Comments and CDHS Responses to
Request for Plan and Budget
Allocations to Counties for Children's
Outreach, Enrollment, Retention and Utilization (OERU) Activities
Released September 21, 2006**

ALLOCATION TERM – 2.2

County Comment: At this time, First 5 funding for OERU activities is through 6/30/07, without funding beyond 6/30/07. Can CDHS OERU allocation be used beyond 6/30/07 to support current activities related to OERU?

CDHS Response: Yes, it is permissible for your county to use OERU funds in FY 07-08 and FY 08-09 to support activities that were supported by First 5 funds whereas the First 5 grant period ended on 6/30/07. This change in funding should be described in the appropriate fiscal year county budget justification and scope of work.

LEVEL 2 FUNDING AMOUNTS – 2.3.2

County Comment: The FY 2006-07 State Budget designates \$19.68 million for counties to implement OERU activities. In subsequent fiscal years, the allocation funding level is expected to be \$29.68 million subject to legislative approval and annual state appropriations.

Question from FAQs 8/15/06: Does the "ongoing annual allocation" figure (\$26,685,000) provided in the Attachment 1 of the Information Notice refer to funding for FY 07-08 and FY 08-09? Response: Yes, \$26,685,000 is the funding amount for Level 1 counties for FY 0708 and FY 08-09, pending approval of the annual state budget.

In reading this I come to the conclusion that the entire increase in funding will go to Level 1 counties in 07-08 and 08-09. Will there be any increase in the funding for Level 2 funding?

CDHS Response: Per authorizing statute, Welfare and Institutions Code Section 14067.3, \$3 million is set aside for allocations to Level 2 counties contingent upon the annual budget appropriation.

County Comment: Should we submit budgets for each of the 3 years that are approximately the same, even though the first year of funding only covers 2/3 of a fiscal year?

CDHS Response: Level 1 counties should submit 2nd and 3rd year budgets at a higher rate. The RFPB directs Level 2 counties to submit annual budgets not in excess of \$288,000 in each of the three years.

OERU COALITION LEAD ENTITY – 2.5

County Comment: I asked a question during today's Conference Call, but I am not sure if I got a definite answer. I asked if our local First Five Commission could apply for the funding directly, or if we, as the County agency, would submit the plan and, upon approval, subcontract with First Five to act as the Lead Entity for the project. Could I get more clarification on that, please? Thank you.

CDHS Response: Please refer to Sections 2.4 and 2.5 of the RFPB, which describe the arrangement that counties may have with a First 5 commission. The county agency must be appointed by the County Board of Supervisors to be responsible to submit the county's OERU Plan and Budget to the State. If First 5 is a county agency it may be eligible to apply directly for funding.

AUTOMATED ENROLLMENT - 2.6.2

County Comment: Can allocation funds be used to support the maintenance costs of a One-e-App web-based system?

County Comment: Our County is developing and implementing an automated insurance enrollment system that will in-reach to HF/Medi-Cal eligible families participating in other public programs to enroll them in HF and Medi-Cal. We intend to put a small portion of the funds needed to cover the licensing fees for the software into the Year 1 OERU budget. Are licensing fees an allowable expense in our OERU Allocation?

CDHS Response: Please refer to RFPB Section 2.6.2 for details that counties must submit to CDHS to justify funds to be used for automated enrollment activities. Each county's request for allocation funds to be used for automated enrollment will be evaluated on a case-by-case basis.

PROPOSED ALLOCATION SCHEDULE – 3.1

County Comment: The FAQ document indicates that Level 1 counties must notify the state of their intent to access the funds by 10/9 - does the Letter of Intent fulfill this requirement or will another document be required if the plan has not been submitted?

CDHS Response: CDHS requires that all Level 1 County Plans and Budgets be submitted by October 9.

County Comment: The DRAFT Proposed Allocation Schedule (Section 3.1) only indicated an RFPB deadline for Level 2 Counties (October 9th). The Final Proposed Allocation Schedule adds Level 1 Counties to this deadline "unless waived" - where is this "waived" process clarified?
Final RFPB, page 13

CDHS Response: CDHS expects all Level 1 and level 2 county plans to be submitted by October 9 in order to approve the county allocations as soon as possible. If a Level 1 County cannot submit the Plan and Budget by the October 9 deadline, the county

must email CDHS OERU staff at OERU@dhs.ca.gov to determine if an alternate submission date will be allowed.

County Comment: If a plan is submitted on October 9, what is CDHS' approval timeframe for notifying the county?

CDHS Response: CDHS will evaluate allocation requests in order of receipt to determine if the plan and budget documentation is complete and approve them as expeditiously as possible. Counties will be notified as soon as possible of any missing information that is needed. The number of requests received and date submitted, complexity of the plan, and whether additional information is required will factor into the time necessary to approve the allocations. Since this is a new program, there may be other unanticipated issues to work through. CDHS expects to begin approving plans submitted on October 9, after October 30.

County Comment: Please clarify the Annual Report Schedule (Attachment 5A) and the RFPB Work Plan (Attachment 8). The dates do not match, as the first Annual Report is due by January 31, 2007 while the work plan goes until June 30, 2007. When do we need to have the money spent by for the first year's allocation (1/31/07 or 6/30/07)?

CDHS Response: The counties' annual reports will be used in preparing an annual mandated legislative report, which is due in April.

The schedule requires submission of the county annual report by January 31st of each year. The first annual report will cover the period of July 1, 2006, through December 31, 2006 and is due by January 31, 2007. The second annual report will cover January 1, 2007, through December 31, 2007, and is due January 31, 2008. All FY 06-07 funds must be spent by June 30, 2007.

SCOPE OF OERU ACTIVITIES – 4.0

County Comment: Can CDHS define “enrollment activities” for the purposes of the OERU allocation funding? How do you separate? What guidance can CDHS give us to keep outreach, enrollment and application assistance activities “distinct?”

CDHS Response: CDHS discusses the four objectives (OERU) of the allocations in depth throughout the RFPB. Generally:

- Outreach activities are conducted to educate targeted families about the availability of Medi-Cal and Healthy Families Program and do not involve application assistance or enrollment functions.
- Enrollment activities consist of activities designed to increase enrollments and to streamline the application process including application assistance. The activities may range from providing training to CAAs to implementing innovative strategies to increase enrollments.

Attachment 12 of the RFPB provides guidance for counties to design programs that would keep enrollment activities distinct when claiming MAA funding or Application Assistance payments.

For further definition of enrollment activities, counties may also review the following publication at the California Endowment's website. The publication "Policy Framework for Outreach, Enrollment, Retention and Utilization for health coverage in CA" can be found at <http://www.calendow.org/reference/publications/pdf/access/PolicyFrameworkOERUFINAL2.pdf>

OBJECTIVES – 4.1

County Comment: 4.1 Objectives on page 16 asks that we describe the county OERU activities related to each of the 4 Allocation program objectives. Are you asking that we describe the OERU activities that are paid for with funds other than the Allocation dollars in addition to the Allocation-specific activities OR only the activities that will be covered by the Allocation dollars? We have been successful at raising a large amount of funds to pay for OERU efforts that will not be paid for out of the Allocation.

CDHS Response: Counties should refer to the plan submission criteria described in RFPB Section 5. Section 5.5 requires the completion of Attachment 8 – Scope of Work in which counties will list activities that are specifically funded by the State's OERU allocation. In addition, Section 5.6 requires a description of all OERU activities underway in the county.

COUNTY ASSESSMENT AND INNOVATIVE STRATEGIES – 4.2.1

County Comment: Please define/describe "promotora approaches." (Section 4.2.1, Page 17)

CDHS Response: Many California communities utilize bilingual and bicultural outreach workers referred to as "promotoras" to provide services to Hispanic families such as distributing materials, offering health education, or other information about locally available services.

UTILIZATION – 4.2.5

County Comment: In terms of "utilization," can CDHS clarify what type of health care services would be included "utilization?" In other words, would only a medical visit to a primary care physician qualify or could it include mental health visits, dental visits, etc.

CDHS Response: Utilization assistance includes offering families health education about health coverage options for their children through Medi-Cal and Healthy Families and assistance in obtaining an array of services available to children, including but not limited to mental health visits, dental visits, vision care, well child care or immunizations.

INVOICING – 4.5

County Comment: Counties must submit quarterly invoices that correspond to the approved FY budget that was submitted in response to the Request for Plan and Budget. Will there be forms and instructions for claiming and invoicing? If yes, when will the forms and instructions be available, as they are required to complete budget narrative portion (Pt 5.16) of the county's plan?

County Comment: Does the State provide an invoice format, or would our own creation be fine?

CDHS Response: CDHS will post draft instructions for quarterly invoicing requirements including an invoice format on the CDHS website for county comments within the next several days. For purposes of the county's Budget narrative, counties must acknowledge that quarterly reporting and invoicing in the format required by CDHS, which will be implemented.

County Comment: Is personnel required to time study? If so, does the State require that we use a specific spreadsheet provided to us by them?

CDHS Response: No, counties are not required to conduct time studies because the OERU allocation funding has already been matched with federal funds.

PLAN SUBMISSION INSTRUCTIONS – 5.1

County Comment: Will CDHS accept a stamped version of the Chairman of the Board's signature on the Plan and Budget as long as he approves it?

CDHS Response: This is acceptable if this is the County Board of Supervisors' official process of approving State plans and budgets.

PLAN SUBMISSION INSTRUCTIONS: FORMAT AND CONTENT – 5.2

County Comment: Do all the forms (e.g. SOW, budget) need to be in 12-point font, or just the narrative?

CDHS Response: Only the Narrative needs to be in 12-point font. Other forms must be in a font size no smaller than 10-point.

County Comment: Is there a format for the budget narrative?

CDHS Response: There is no specific format for the budget narrative. Please review specifications for the budget narrative in the RFPB Sections 5.16, 5.17, 5.18, 5.19 and Attachment 11.

County Comment: Are you expecting the narrative section of the OERU Plan will follow the format that starts on page 19 and should address the statements in each of the sections as follows:

Objectives

OERU Activities

County Assessment and Innovative Strategies

Outreach Coalition

Streamlined Enrollment

CDHS Response: Please refer to the Plan and Budget Submission Instructions in the RFPB beginning with Section 5.0. CDHS asks that your plan narrative follow the order of the subtitles as they appear in Section 5.0 of the RFPB.

COVER PAGE – 5.3

County Comment: I would like some clarification of "collaborative partnerships" on the cover page. E.g. our CHI coalition or all of the various partnerships we participate in? Do our current contracts with OERU providers count as "collaborative partnerships" and do we need to attach copies of their contracts, as the cover sheet instructions suggest?

CDHS Response: Collaborative Partnerships for OERU should be the basis by which local communities and counties work together and engage key stakeholders to include shared decision making and coordinating resources to develop and implement effective policies and practices that support OERU program integration.

CDHS expects that counties will list the members of the CHI coalition if there is one in the county. These may include organizations that provide funding or key participating organizations that provide application assistance and/or organizations that provide information and input in the areas of outreach and enrollment. Copies of MOUs should be submitted to CDHS with the county Plan and Budget, if available.

County Comment: In Los Angeles, we're involved in a number of different collaborative relationships around OERU, including:

- Children's Health Initiative of Greater Los Angeles - this is our main coalition around expanding health coverage to all children. One of the workgroups, Program Integration, handles policy and programmatic issues around OERU and system improvement. A range of organizations participate; some are contracted with us for OERU services and some are not. We do not have MOUs with participating agencies, but there are meeting agendas, and we can list who's on our mailing list and who attends regularly.

- OERU contractor network: with First 5 LA funding, we fund agencies to provide OERU services. We hold monthly contractor meetings. Would all of these agencies be listed under "collaborative partnerships" and if so, do we need to submit copies of their contracts?

- Larger OERU network: The California Endowment has funded OERU services, and we sometimes hold joint meetings with both sets of contractors (First 5 and Cal Endowment) to impart information, provide policy updates, etc. In addition, we have an extensive CAA e-mail list comprised of CAAs that our training agencies have trained over the past few years. Sometimes we do e-mail blasts to that larger group, if there is important new information to be shared. We have also held two CAA conferences for this larger group.

- Health and Nutrition Access: DPH and DPSS co-chair a workgroup that meets monthly on Medi-Cal issues. Again, we use this group as a forum to impart updates and information, as well as discuss trends in Medi-Cal enrollment, troubleshoot problems, etc. There are agendas and meeting notes from these meetings.

With all these collaborative efforts, I'm not quite sure what to list and what backup documentation to provide.

CDHS Response: On the OERU cover sheet, (Attachment 7), Level 1 and Level 2 counties should list all active collaborative partners and document whether an MOU exists with each collaborative partner. It is not necessary to provide a copy of an entire MOU or contract, however counties must provide sufficient documentation to verify the agreed scope of activities and funding relationship between the partners. This documentation may be submitted to CDHS in electronic format. For example, the information may be scanned and submitted in pdf format on a CD. CDHS will advise the county if additional documentation is required. Also, please refer to Section 5.8 of the RFPB and FAQs in response to that section for additional information.

NARRATIVE / PLAN – 5.4

County Comment: It's not clear to me whether we're supposed to submit a narrative, and what that narrative should cover. E.g., what is meant by 5.4 - Plan? Does the narrative/plan address 5.4 - 5.14? Or is all the narrative to be included in the line item budget narrative?

CDHS Response: A plan narrative is required and is a separate document from the budget narrative or Attachment 8 scope of work activities.

The plan narrative must describe specified elements regarding your county's work plan listed in Section 5.6 through 5.14 of the RFPB.

Attachment 8, the scope of work template, covers the detailed work that will be customized by each county and will identify major activities, responsible parties, timelines and performance measures that will be accomplished for each of the required OERU components.

SCOPE OF WORK TEMPLATE – 5.5

County Comment: On the sample work plan, how closely should we stick to the sample objectives? e.g. are we just customizing the numbers to our county, or can we change them, add objectives, etc.?

CDHS Response: Counties should use the sample Attachment 8 scope of work template to customize all aspects of the county's activities, implementation plans and evaluation methods and may submit additional objectives.

County Comment: We are the county lead agency and we are also an EE with several CAAs on staff. We would like to use the county allocation funding for OERU to hire additional staff to strengthen our outreach, utilization and retention efforts for our program. Currently, our CAAs are kept very busy doing application assistance. They will continue to do application assistance and we would like to continue to receive the \$50 reimbursement for HF for the work they do. We will keep our enrollment activities separate from our outreach, utilization and retention efforts in our Scope of Work, however, since we have to include our EE# in our RFP and we have to address all four of the major objectives for the RFP, is there a way that we can do this?

CDHS Response: Your agency can choose to continue to receive application assistance reimbursement as long as it is designated in the Scope of Work and budget. Your county's scope of work must address all four OERU objectives as described in the RFPB. Your county plan and budget will also need to specify that your agency will receive the EE reimbursement for application assistance for some of your staff. Attachment 1 must be completed to identify your agency as an EE and any other EE that is a part of your coalition.

COUNTY ASSESSMENT AND INNOVATIVE STRATEGIES – 5.7

County Comment: The language throughout the RFPB refers to "Medi-Cal." When making projections for Medi-Cal enrollment and gathering data on enrollment should we include:

- No-cost, full scope Medi-Cal
- Share of cost Medi-Cal
- Not full scope Medi-Cal (emergency Medi-Cal)

CDHS Response: Yes. When making projections and gathering data on children that are enrolled in Medi-Cal, include children's applications that are screened to the Medi-Cal program at Single Point of Entry and any applications that are directed to the county Medi-Cal office for an eligibility determination.

County Comment: How extensive of an assessment to identify the hard to reach children is expected? Data on this is hard to find. Does this need to be in the narrative, or do you also want a copy as an attachment if a formal one exists? Section 5.7

CDHS Response: The county's assessment of identifying the hard to reach populations must be included in the plan narrative. Counties should use the most current supporting data available, and may add a copy of a report as an attachment.

County Comment: Is using the CHDP Gateway as a strategy for identifying uninsured children precluded in the grant. The LAO's analysis of the Governor's proposal recommended against this but the RFPB does not specifically address CHDP.

CDHS Response: Please refer to Section 5.8 of the RFPB for a reference to the CHDP program. Using the CHDP Gateway as a strategy for identifying uninsured children is not precluded in the county allocation program.

OUTREACH COALITION / SUBCONTRACTORS – 5.8

County Comment: Our county wishes to use a competitive RFP process to identify the most suitable subcontractors. Can we submit the proposal with Subcontractors "to be identified" provided we provide a budget that would detail the amount of funds available to subcontracts and an anticipated allocation of those funds (i.e. % for staffing, % for travel, etc.)?

County Comment: If subcontractors must be identified at the time of submission, are MOUs required with the submission or can they be provided at a later date. (Page 20 - 5.8)

CDHS Response: Complete county plans and budgets are due to CDHS by October 9. If the County is offering an RFP for Subcontractor services it should include this information in the county plan and budget.

Please refer to Attachment 11, section C) Additional Budget Narrative for Subcontractors. This section provides submission instructions for advising CDHS of proposed subcontractors. A brief one page explanation of the reason for subcontracting and or utilizing this subcontractor for specific activities or goods, and how the subcontractor/or funded collaborative partners were chosen (or will be chosen) is required to be submitted with the Plan and Budget. Subcontracts exceeding \$5,000 must be reviewed and approved by CDHS unless CDHS elects to waive this right.

If required subcontract forms are not submitted with the Plan and Budget, CDHS will work with counties to determine their earliest availability and will advise counties to submit completed forms, such as Attachment 1, MOUs and subcontracts prior to payment of the first quarterly invoice.

County Comment: Our county is in the process of forming an Outreach Coalition with local organizations. For the submission of our plan, is a letter of intent from these organizations acceptable until the formal MOUs can be submitted?

CDHS Response: Yes, submitting letters of intent in place of formal MOUs is acceptable for Level 1 Counties to document the formation of a coalition. Additionally, the coalition formation activities should also be described in the county plan narrative in response to section 5.8 of the RFPB.

However, this is not acceptable for Level 2 counties. Level 2 counties must document an established infrastructure for children's outreach and enrollment and a well-established and documented coalition with organizations such as community-based organizations, schools, clinics, labor organizations and other safety net providers that have been in place for at least twelve months.

County Comment: What is the difference between the list of Enrollment Entities (on Attachment #1) and the list of Collaborative Partners who need MOUs (Section V, Attachment #7)?

CDHS Response: Attachment 1 is a list of all Enrollment Entities that are part of the county's OERU project. This attachment will be transmitted to MRMIB for purposes of tracking activities of the county's coalition members who are EEs and when appropriate, will initiate the blocking of payments to EEs. Attachment 7 is a list of all Collaborative Partners, including all Enrollment Entities.

County Comment: Can subcontractors assist with Healthy Kids applications, if they encounter an eligible child? If so, can they count the application in their workload statistics? (such statistics would be broken down by program, of course.) If not, what should the subcontractor do when they encounter Healthy Kids-eligible kids in the course of conducting MC/HF outreach? Also, our contractors assist parents with Medi-Cal applications. Can they count the parents assisted, or just the kids?

County Comment: In our current contractors' comprehensive approach to OERU, they assist entire families, which often include parents. Contractors also assist many pregnant women. Looking at our workload statistics, a substantial percentage of individuals assisted are adults. In fact, if our contractors don't assist any adults, we become concerned that they are cherry-picking and not taking a comprehensive approach to OERU. When we submit our quarterly and annual reports for this OERU grant, can we report these adult enrollments? Also, they factor into our numbers when we develop our scope of work, so I need to know whether they are "countable" in order to develop our SOW objectives. I would strongly encourage the State to allow counties to count these enrollments, as we have found that the ability to obtain coverage for all family members increases the likelihood that the child will be enrolled.

CDHS Response: Funding is allocated to counties per statute for outreach and enrollment of eligible uninsured children in the Medi-Cal and Healthy Families programs. The State's goal is to have all children insured.

Counties and sub-contractors may assist families with health care applications in the situations that other children in the family who are not eligible for Medi-Cal and Healthy Families children.

The county scope of work should be limited to OERU activities directed towards uninsured children eligible for Medi-Cal and Healthy Families. The RFPB requires statistics be collected and submitted to the State on quarterly OERU activities that are directed towards uninsured but eligible Medi-Cal and Healthy Families children. Other outreach and enrollment functions funded by other sources and performed by the counties and sub-contractors may be accounted for in statistics that are collected by the county and these may be reported separately to State in addition to the required statistics.

County Comment: On the EE form, are we supposed to list the EE's that will be funded under this grant, or all the EE's that participate in our CHI coalition? We work with many EE's to a greater or lesser extent (sometimes just sending out program update emails or invitations to conferences or trainings, or they have participated in our CHI coalition community forums). Do we need to list them all?

CDHS Response: Counties should list all EEs that actively participate in OERU activities even if the EE does not receive county allocations funds. EEs that only receive your mailings regarding conferences or trainings would not be considered an active part of your coalition. The State will track performance of all active EEs that are identified as a part of the county's coalition and will block EE payments if the EE is funded for enrollment assistance under the county allocation.

County Comments: If a CBO that is a Federally Qualified Health Center receives both CDHS OERU allocation and First 5 funds, can this CBO match MAA for the amount from First 5?

If the local governmental agency (LGA) receives CDHS OERU allocation and First 5 funds, can the LGA match MAA for the amount from First 5?

CDHS Response: Counties should direct these questions to the CDHS MAA staff.

County Comment: For Level 2 counties, please define compliance with the 12-month coalition requirement. One sentence requires verification of existing infrastructure for OERU. Another requires documentation of a coalition for 12 months. Please explain what is suitable documentation for purposes of meeting this requirement (section 5.8).

CDHS Response: CDHS encourages Level 1 and Level 2 counties to formalize the coalition's membership through MOUs. If formal MOUs are not available and the coalition has other documentation of its membership that details purpose, roles and responsibilities, such as meeting minutes, charters, annual reports, or a published news article these may be submitted in place of MOUs. Coalition member organizations may include both funded and unfunded members. Level 2 counties must meet the above

criteria and must provide documentation showing the length of time the coalition has been in place. This may be met by formal MOUs or other documentation as stated above, which shows the date the coalition was established and the roster of collaborative partners in each year.

County Comment: Can CDHS clarify its intent in the RFPB statement, "The total project funding includes all known committed project funds received from sources, including but not limited to First 5, foundations, private businesses, county funds, health plans, and the CDHS county allocation" (page 7 Q&A)? Specially, does CDHS want the counties to include in the total project funding all health plans in the county, even those that are not participating in the OERU Coalition?

CDHS Response: CDHS does not expect the total project funding for all health plans just those health plans that provide funds for the county's OERU activities and all funding sources for Healthy Kids premiums.

REPORTING – 5.13

County Comment: Attachment 5, page 1, Quarterly Reporting Requirements. Should only the numbers of enrollment associated with the funded partners be provided, or if the plan includes strategies unrelated to funding, do all numbers get reported. Two examples:

- a. Team concept of EW and CAA at clinic sites. Families are referred either by appointment or through walk-ins to CAA or EW. If the initial screening with the CAA shows a Medi-Cal application is best for the entire family, the CAA refers the parent to the EW. Enrollment through the EW - should they be reported? They are not receiving funds. If it is a dual application - both Healthy Families and Medi-Cal, with an additional child eligible for Healthy Kids - the CAA does the streamlined application to send to SPE and numbers for Healthy Families and Medi-Cal are reported.
- b. We are working on a referral process for CHDP providers to forward referrals to CHI for follow-up. Applications taken as a result of this effort will not be funded by OERU funds. Should we report the numbers? Should we include the strategy in our workplan since it is not being funded by OERU state funds?

CDHS Response: The OERU scope of work must be limited to activities towards the enrollment of children in Medi-Cal and Healthy Families. Counties must report progress on all OERU objectives stated in the scope of work in their quarterly reports. Additionally, counties may supply CDHS with other project data on other significant activities or enrollments such as those not funded by OERU.

INVOICING – 5.14

County Comment: "Counties must provide a plan for submitting quarterly invoices that correspond to the initial budget submitted in response to the RFPB." Will Budget Modifications be allowed during the fiscal year? If so, is there a limit on the number of modifications allowed and what is the process?

County Comment: If once the plan is finalized and approved by CDHS and a sub-contractor chooses to drop out, may we re-allocate those funds ourselves or must we get permission from CDHS? Is there any line item adjustment flexibility for the county or sub-contractors once the budgets are submitted to CDHS if the total amount does not change?

County Comment: The RFPB notes changes to work plans and budgets for each fiscal year, but can adjustments be made during the fiscal year?

CDHS Response: Yes, counties must submit quarterly invoices in the template provide by the State. Budget modifications are allowed during the fiscal year. RFPB Attachment 11, page 4, describes the process for allowable line item shifts. Listed below is information on allowable line-item shifts:

- ✓ Cumulative line item shifts of up to \$10,000, each fiscal year, per line item may be made provided no line item is increased or decreased by more than \$10,000 and the annual Budget total is not changed.
- ✓ Adjustments can only be made on approved activities.
- ✓ Line item shifts may be proposed or requested by either the State or the County.
- ✓ Budget adjustments are limited to 4 times per fiscal year.

Counties must contact OERU staff to review whether their adjustment would be acceptable.

County Comment: How much time after the end of the quarter do we have to submit an invoice?

CDHS Response: Counties may submit their invoices within 45 calendar days after the close of the quarterly billing period.

BUDGET – 5.16

County Comment: Will rollover funding be permitted?

CDHS Response: No.

County Comment: We would like to hire one full-time staff person to focus on OERU. Some of this person's time may be spent assisting families with CalKids applications and calling CalKids enrollees for follow-up. Should we estimate the FTE that will be spent on these activities (approximately 5%) and remove it from the requested budget?

CDHS Response: Yes.

EXISTING COUNTY FUNDING – 5.17

County Comment: Our CAAs are funded through the HF reimbursement \$'s and if we can't continue to receive HF reimbursement under the OERU grant and we have to put our CAAs under the OERU grant, wouldn't we, in effect, be supplanting \$?

CDHS Response: Choosing OERU funding or continuing EE application reimbursement for enrollment of children is a business decision that the county and each collaborative partner must decide on and reflect in the plan and budget and attachments.

CDHS and MRMIB encourage counties to maximize the use of application reimbursement fees as well as county allocation funding to expand outreach and enrollments of uninsured children. There are compatible activities that the county and the EE partners can participate in to maximize these funds. For example, OERU funds can be used for subcontracts with individuals or entities for outreach, utilization and retention activities that does not include application assistance funded by OERU. A county or subcontractor will be blocked from receiving application assistance fees if any staff are providing application assistance that is funded under OERU. In addition, county OERU allocation funds can be used to enhance enrollments by covering the costs for application assistance training, resource manuals, applicant checklist materials, and other outreach materials. EEs may participate in the county coalition and not receive any OERU funding and choose only to receive application reimbursement funds.

Refer to Attachment 12 for further clarification.

INAPPROPRIATE USE OF FUNDS– 5.19

County Comment: If an EE agency is only partially funded from these funds, can they receive EE payments for the work of a CAA that is not funded by this grant? Same question for MAA.

County Comment: Is the following scenario acceptable: We would like to hire new staff that will work in our department and not claim MAA funding or CAA reimbursement. We currently have staff in our department who do claim MAA reimbursement and receive CAA reimbursement as an Enrollment Entity. If we do not add the new staff to our MAA claiming unit or add them as a CAA can this position be funded with the OERU funding?

CDHS Response: Please refer to Attachment 12 County Allocation Funding Restrictions for guidance on how counties may design their programs that would keep enrollment activities distinct when claiming MAA funding or Application Assistance payments.

County Comment: Can any of the OERU funding be used for planning activities and/or a needs assessment? (This clarifies a question submitted yesterday morning, as I was asked on the conference call to provide more information.) Specifically, we are considering using the funds to hire a consultant to do a full inventory of all ways that families enroll children into Medi-Cal and Healthy Families and then how they utilize

services. We would use this information to identify any gaps in outreach and services, and use subsequent year's funding to fill those gaps and work toward a "No Wrong Door" approach.

County Comment: Can any of the OERU funding be used for planning activities and/or a needs assessment?

CDHS Response: Counties must demonstrate its business case requirements for including planning and need assessment activities in the Budget Justification Narrative and Scope of Work. CDHS will assess this activity for approval in conjunction with the county's overall scope of work plan and budget.

County Comment: May we get a copy of the federal law regarding acquisitions? (Section 5.19, Page 28)

CDHS Response: Yes.

AMERICORPS WORKERS – ATTACHMENT 2

County Comment: Can we forward the AmeriCorps information to our subcontractors and encourage them to participate, since we do not hire outreach workers directly?

CDHS Response: Yes, subcontractors that are non-profit organizations are eligible to apply for AmeriCorps workers.

County Comment: Please explain Orange County's relationship with the AmeriCorps program and if/how all counties will work with Orange County to access AmeriCorps workers. San Francisco has an AmeriCorps program already; are we still required to work with Orange County as described in Attachment 2?

CDHS Response: Interested counties are directed to work with Children and Families Commission of Orange County, which is the applicant agency and intermediary for the statewide California Service Corps project, to contract for AmeriCorps workers for the county allocation OERU project. Please refer to Attachments 2 and 3.

HIPAA BUSINESS ASSOCIATE ADDENDUM - ATTACHMENT 6

County Comment: In the conference call on September 6th, it was stated that a revised version of Attachment 6 that included a signature line would be posted on the website. To date, I cannot see that the revised one has been posted. We are preparing to send in the RFP. Could you please advise when it will be posted?

CDHS Response: CDHS will require that counties sign a certification form that will be address compliance with state, federal and HIPAA requirements. Counties will receive further notification from CDHS regarding submission of this certification form.

SUBCONTRACTOR PROPOSAL LINE ITEM BUDGET – ATTACHMENT 10

County Comment: When the county subcontracts to the OERU Coalition Lead Entity, must the county and the subcontracted OERU Coalition Lead Entity both provide Attachments 9 and 10 or must only the OERU Coalition Lead Entity submit Attachment 10?

County Comment: We are planning to conduct a request for proposal and have not identified a subcontractor yet. Will we be required to complete Attachment 10 with estimated line items or provide budget detail on Attachment number 9 only?

CDHS Response: Both the county and the subcontracted OERU Coalition Lead Entity must provide Attachments 9 and 10 with the county's plan and budget.

A county will only need to complete Attachment 9 if the county is the Lead Entity; however, in the event that the county subcontracts to an OERU Coalition Lead Entity, a separate subcontractor Line-Item Budget Sheet (Attachment 10) will have to be filled out. In this case, both Attachments 9 and 10 will have to be submitted.

County Comment: In the line item budget, can we put a lump sum for community-based outreach and enrollment and explain in the narrative what the contractors will do, and add the specific contractor names once our RFP process is complete?

CDHS Response: A lump sum may be placed in the Line-Item Budget for community-based outreach and enrollment. In addition to providing contractor information in the narrative, the county must fill out the Line-Item Budget Sheet in the 'Other' category under Subcontractors and include the contractor's names and necessary information. Please see Attachment 11, page 3 under Subcontractors/Collaborative Partners section for requirements. Please note that the specific contractor information must be approved by CDHS prior to invoicing CDHS for any subcontractor activities.

BUDGET JUSTIFICATION NARRATIVE INSTRUCTIONS – ATTACHMENT 11

County Comment: Attachment 11, page 1 Pt.1: Requires counties to complete the Line-Item Budget Sheet by providing detailed proposed budget costs for County Allocation Funding and Total Project Budget sections for a 3 year plan. It also states that if the counties subcontract these functions to an OERU Coalition Lead Entity, a separate sub-contractor Line-Item Budget must be completed. What is the difference between the County Allocation Funding and the Total Project Budget sections?

CDHS Response: The County Allocation Funding is money counties will receive from CDHS as a result of the submission of the plan and budget.

The Total Project Funding includes all known committed project funds received from sources, including but not limited to First 5, foundations, private businesses, county funds, health plans, and the CDHS county allocation.

EQUIPMENT

County Comment: Are there limitations to equipment purchases? What are the guidelines for equipment purchased? At the end of the contracting period will the equipment have to be returned to the State?

CDHS Response: The standard state and federal requirements applicable to equipment purchases apply to purchases made with OERU allocation funding. Additional instructions will be available shortly, which will provide additional information on the disposition of equipment at the end of the contract.

SUBCONTRACTS

County Comment: Please confirm CDHS' requirement that all subcontracts over \$5,000 be approved by CDHS. If so, what evaluation criteria will CDHS use and what is the estimated turnaround time for approval?

County Comment: We are issuing an RFP for OERU services. All of our subcontracts will be for more than \$5000. We expect to have at least 15 contracts. Does the State have to approve all of these contracts? I am concerned that if we have to submit each contract to the State for approval after it has been negotiated between the County and subcontractor, that will add an extra step before we can submit the contract for Board approval, which will in turn delay the start of services. Is it possible to submit a sample contract and scope of work for approval? This sample contract would be substantially similar to the contracts with our subcontractors; the only changes would be the addition of the subcontractor budget and contractor-specific numbers in the scopes of work.

County Comment: I wanted to verify that the State needs to approve all of our subcontracts, as stated in Attachment 11? Can we send a template contract and SOW for approval, or does each individual contract need to be approved by the State before the contractor and we sign it? This seems like it could add significant time to the contracting process. Overarching question: We have to do an RFP process to select our subcontractors. This process takes a long time. Can we specify how much funding we are putting out to bid and attach a sample Scope of Work for our subcontractors, and send the State the specific agency names when our process is complete?

County Comment: Attachment 11, Section C, page 3, Subcontractors Budget Narrative. Please clarify how the subcontractor contract is to be approved by CDHS. May we submit a template? May we submit Letters of Intent with the template to show who has agreed to be a sub-contractor? Do you need to see the final scope of work of each individual sub-contractor with the work plan submission? If so, can a draft of the contract with attachments/scopes of work be provided with the work plan submission and have the fully executed agreement to follow at a later date? Do the subcontracts need to be approved prior to the submission of the work plan by CDHS? What is necessary to get a waiver? (We anticipate having about 10 sub-contracts of about 3 different category types, so 3 different boilerplates with individual scopes of work.)

CDHS Response: CDHS will evaluate the county's subcontracts for scope of work and budget compliance with the County's approved Plan and Budget. CDHS expects to complete review of subcontracts within 3-5 business days. If CDHS elects to waive the approval of a subcontract, the county will be notified. Additional details regarding subcontractor requirements are provided in Section 5.8 of this document.

ADMINISTRATIVE/INDIRECT COST

County Comment: It is noted that administrative cost of 15% of total allocation is allowed for the County lead agency and the OERU coalition lead entity. How will the administrative costs of a sub-contractor be handled?

County Comment: If we use DHS OERU funds to pay part of the salary of a Children's Health Initiative Coordinator to oversee all Children's Health Initiative activities, would it be considered part of the 15% administrative cost or not? Would it make a difference whether this CHI coordinator was employed by a subcontract or by the County?

County Comment: Page 11; Section 2.5 states that the lead entity may use 15% of the total grant for "administrative costs".

Does that include the traditional use of these types of funds, like: indirect expenses for HVAC-telephones-computer network connection-photo copier use, percent of accounting staff time for grant billing & paperwork, percent of salary expenses for Managerial staff to supervise operations staff, etc?

Can it be used to hire additional program staff like an Administrative Coordinator to oversee the contract with the subcontractor, or should other portions of the grant be used for new positions?

CDHS Response: No more than 15% administrative/indirect costs are allowed for the total fiscal year OERU funds allocated. This includes all administrative/indirect costs charged to the OERU allocation by the county, the OERU Coalition Lead Entity and subcontractors/collaborative partners. Attachment 11 provides instructions on completing the Line-Item Budget Sheet (Attachments 9 and 10). Please note that the line-item activities listed in attachment 9 and 10 are to serve as guidance only. Additional activities may be included to meet each county's needs.

Administrative/Indirect Costs include such administrative expenses as payroll handling, accounting/personnel expenses, liability insurance coverage, janitorial expenses, security expenses, legal representation, equipment maintenance, etc. These are cost activities that occur in the normal conduct of business that can only be partially attributable to performance of this County allocation. These are costs that a business would accrue even if they were not performing services for the State under the county allocation.